Subject: ACTION: 2019-20 PENSEC SUBMISSION DUE 07-19-19 NO LATER THAN 4:30 P.M.
From: "Dominguez, Melida" <melida.dominguez@LAUSD.NET>
Date: 7/10/19, 10:20 AM
To: INDEPENDENT-CHARTER-SCHOOLS@LIST.LAUSD.NET

On behalf of the Charter Schools Division

*****This e-mail applies only to the following independent and affiliated charter schools *****

(1) **Schools opening for the first time in 2019-20 as a charter school**
(2) **For State funding, schools adding at least one new grade level in 2019-20**
(3) **For Federal funding, charter schools that receive direct funding and have an increase in enrollment of at least 25 percent compared to the prior year due to a significant event that is unlikely to occur on a regular basis, such as the addition of one or more grade levels or educational programs in major curriculum areas, or any other event deemed to be significant by the California Department of Education (CDE). *****

Selected Charter School Leaders:

The PENSEC (Pupil Estimates for New or Significantly Expanding Charters) Instructions, FY 2019-20, are now available on the CDE website. Please click the following link: https://www.cde.ca.gov/fg/aa/pa/specialadvance.asp#data-collection-software, then scroll down and click on **Data Collection Software**, where you will find the PENSEC Instructions and the PENSEC Form.

A Personal Identification Number (PIN) will be required to log on to the PENSEC database. Use the same PIN that was provided to your charter school for the 2019-20 Charter Schools Annual Information Survey. For assistance with obtaining a new PIN, please send your request via e-mail to csspecialadvance@cde.ca.gov and include the charter name, charter number, and 14-digit County-District-School (CDS) Code.

Once your data has been submitted, the certification and report may be reprinted. However, if you need to make corrections and access the data screen, please send a request to re-open the report via e-mail to csspecialadvance@cde.ca.gov and include the charter name, charter number, and 14-digit County-District-School (CDS) Code.

Checklist before sending documents to the Charter Schools Division:

1. Submit the PENSEC report online
2. Print the PENSEC report – must reflect "Submitted" status
3. Print the Certification page – must reflect the date and time submitted
4. For new charter schools only – A written explanation of the assumptions used is required for your projections regarding the following items:
   - ***a)*** Total enrollment
   - ***b)*** Total Average Daily Attendance (ADA)
   - ***c)*** Number of students eligible for Free and Reduced Price Meals
   - ***d)*** Number of English Learners
   - ***e)*** Number of immigrant students
   - ***f)*** Unduplicated count

THE FOLLOWING DOCUMENTS MUST BE RECEIVED BY THE CHARTER SCHOOLS DIVISION ON OR BEFORE JULY 19, 2019, at 4:30 p.m.

1. PENSEC REPORT
2. ORIGINAL CERTIFICATION PAGE WITH WET SIGNATURE OF THE CHARTER SCHOOL'S AUTHORIZED REPRESENTATIVE – FAXES OR PDF'S ARE NOT ACCEPTABLE
3. FOR NEW CHARTER SCHOOLS ONLY –WRITTEN ASSUMPTIONS

Send the above documents to:

Los Angeles Unified School District
Charter Schools Division
333 South Beaudry Avenue, 20th Floor
Los Angeles, CA 90017
Attn: Portia Ilagan

The Charter Schools Division will obtain the signature from the LAUSD Superintendent's designee and will subsequently send the Certification Page with original signatures to LACOE, for the County Superintendent of Schools' signature.

If you need additional information, please contact Portia Ilagan at (213) 241-6298 or via email at portia.ilagan@lausd.net.

Please share this information with your back office service provider firm.

Thank you.

Elisa Portia A. Ilagan
Charter Schools Division
Los Angeles Unified Schools District
Telephone # - (213) 241-6298
Fax # - (213) 241- 2054

P Please consider the environment before printing this email

Division of Instruction
Los Angeles Unified School District

Charter Schools Division Mission:
The LAUSD Charter Schools Division fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

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